

Program A: Management & Finance

Program Authorization: R.S. 36:406 (A), (B) and (C)

Program Description

The mission of the Office of Management and Finance is to provide effective support services in an efficient, expeditious and professional manner to all budget units within Public Safety Services.

The goals of the Office of Management and Finance are:

1. Provide, promote and/or accelerate the use of technology to improve efficiency and effectiveness of information and communication services.
2. Improve the quality of Public Safety Services Human Resource assets through training, recognition, development programs, and safety.
3. Initiate and/or streamline management functions to achieve exemplary results in areas of internal operations, cost efficiency, and service delivery.

The Management and Finance Program is composed of the following activities (organizationally expressed as sections): Human Resources Management, Operational Support, Information Services and Communications, Controller, Budget, and Internal Audit.

The Human Resources Management Section provides comprehensive human resources programs for all budget units within Public Safety Services. This includes: personnel records management, position classification, pay administration, recruitment, selection and placement, promotional activities, grievance/disciplinary procedures, performance evaluation, employee orientation and training, employee benefits counseling, affirmative action/equal employment opportunity, supervisory/management counseling, preparing reports and studies, manpower planning, development of personnel policies and procedures, departmental liaison with the Department of State Civil Service, and general employee counseling.

The Operational Support Section is comprised of Administrative, Purchasing, Building and Grounds, and the Department of Public Safety (DPS) Cafeteria. The Administrative Unit is responsible for the physical property inventory of seven budget units and property control management of all department property transactions; Safety, which monitors and trains the department personnel in the State Loss Prevention program; and the mail and messenger services provided to all Public Safety Services facilities. The Purchasing Unit is responsible for directing, planning, and coordinating administrative functions relating to: procurement of all goods, services, materials, and equipment necessary for the statewide operation of the department; inventory and supply management of all goods and materials stored in the central supply warehouse; and the management of all department receiving. The Building and Grounds Unit functions as a support service to the Department of Public Safety by administration of all construction, maintenance, and housekeeping activities for the department. These activities include upkeep and renovations to all facilities, relocation and moving offices, and demolition of facilities. Facilities includes two large physical plant locations in Baton Rouge, State Police troop offices, State Police regional offices, the Anti-Terrorist Assistance Program (ATAP) bombing range, the State Police gun range, the Hazardous Material Training Facility, motor vehicle offices, and the State Fire Marshal offices. The DPS Cafeteria is an ancillary appropriation, appearing in Schedule 21-810.

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The Information Services and Communications Section provides the data processing functions and communications functions for Public Safety Services. This includes furnishing systems development, programming and hardware operations to service the various users within the Department of Public Safety and Corrections and law enforcement agencies throughout the state. In addition, training in hardware and software areas is provided for all users.

The Controller Section is responsible for all deposits of receipts as well as payment for bills; supplemental payments to municipal police, firemen, constables, and justices of the peace; issuance of payroll checks; and maintenance of records and reporting to local, state, and federal authorities.

The Budget Section directs, coordinates, and administers budget development, implementation and control.

The Internal Audit Section independently audits the respective budget units, which includes the development of the internal audit plan and internal audit program. Activities include audit of financial documents, accounting records, reports, inventories, electronic data processing systems and other financial information relative to verify compliance with established policies, procedures, laws and regulations.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2000-2001	ACT 12 2001-2002	EXISTING 2001-2002	CONTINUATION 2002-2003	RECOMMENDED 2002-2003	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$508,881	\$371,230	\$371,230
STATE GENERAL FUND BY:						
Interagency Transfers	5,851,756	6,307,047	6,307,047	6,307,047	5,940,337	(366,710)
Fees & Self-gen. Revenues	21,207,341	22,276,590	22,415,190	22,272,659	21,303,890	(1,111,300)
Statutory Dedications	2,879,550	2,879,550	2,879,550	3,036,588	3,036,588	157,038
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$29,938,647	\$31,463,187	\$31,601,787	\$32,125,175	\$30,652,045	(\$949,742)
EXPENDITURES & REQUEST:						
Salaries	\$8,362,750	\$8,493,743	\$8,493,743	\$8,612,911	\$8,063,682	(\$430,061)
Other Compensation	154,424	157,926	157,926	157,926	157,926	0
Related Benefits	1,595,747	1,657,267	1,657,267	1,998,029	2,024,493	367,226
Total Operating Expenses	18,807,928	20,004,666	20,004,666	19,936,710	19,038,053	(966,613)
Professional Services	4,260	49,500	49,500	50,688	49,500	0
Total Other Charges	620,999	1,052,085	1,052,085	1,182,311	1,131,791	79,706
Total Acq. & Major Repairs	392,539	48,000	186,600	186,600	186,600	0
TOTAL EXPENDITURES AND REQUEST	\$29,938,647	\$31,463,187	\$31,601,787	\$32,125,175	\$30,652,045	(\$949,742)
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	215	211	211	211	206	(5)
Unclassified	1	1	1	1	1	0
TOTAL	216	212	212	212	207	(5)

SOURCE OF FUNDING

This program is funded with State General Fund, Interagency Transfers, Fees and Self-generated Revenues, and Statutory Dedications. The Interagency Transfers are from the Department of Corrections and other agencies within Public Safety for data processing and various other services provided by the Office. The Fees and Self-generated Revenues are derived from the sale of data base information, insurance recovery, the statewide communications system, commissioned earned from pay telephones, law enforcement network charges and fees generated by the Office of Motor vehicles. The Statutory Dedications are derived from Riverboat Gaming Enforcement Fund (R.S. 27:92), Video Draw Poker (R.S. 27:312), and Deficit Elimination/Capital Outlay Escrow Replenishment Fund (R.S. 39:137). (Per R.S. 39:36B.(8), see table below for a listing of expenditures out of each statutory dedicated fund.)

	ACTUAL	ACT 12	EXISTING	CONTINUATION	RECOMMENDED	RECOMMENDED
	2000-2001	2001-2002	2001-2002	2002-2003	2002-2003	OVER/(UNDER)
						EXISTING
Riverboat Gaming Enforcement Fund	\$1,006,423	\$1,006,423	\$1,006,423	\$1,006,423	\$1,006,423	\$0
Video Draw Poker Device Fund	\$1,873,127	\$1,873,127	\$1,873,127	\$1,873,127	\$1,873,127	\$0
Deficit Elimination/Capital Outlay Escrow Replenishment Fu	\$0	\$0	\$0	\$157,038	\$157,038	\$157,038

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$31,463,187	212	ACT 12 FISCAL YEAR 2001-2002
			BA-7 TRANSACTIONS:
\$0	\$138,600	0	Carry forward to provide for prior year encumbrances to purchase magnetic tapes for data processing center
\$0	\$31,601,787	212	EXISTING OPERATING BUDGET - December 20, 2001
\$0	\$400,450	0	Annualization of FY 2001-2002 Classified State Employees Merit Increase
\$0	\$112,541	0	Classified State Employees Merit Increases for FY 2002-2003
\$0	\$1,016	0	Risk Management Adjustment
\$0	\$186,600	0	Acquisitions & Major Repairs
\$0	(\$48,000)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$138,600)	0	Non-Recurring Carry Forwards
\$0	(\$27,484)	0	Legislative Auditor Fees
\$0	\$31,759	0	UPS Fees
\$0	(\$324,788)	0	Salary Base Adjustment
\$0	(\$120,581)	0	Attrition Adjustment
\$0	\$157,038	0	Group Insurance Adjustment
\$1,690	\$1,690	0	Civil Service Adjustment
\$0	(\$428,648)	(5)	Gubernatorial Position Reduction
\$0	\$204,287	0	OIT recommended IT item-increased maintenance for computer mainframe
\$0	(\$540,312)	0	Unobligated LEAF funding
\$0	(\$416,710)	0	Reduced operating expenses
\$369,540	\$0	0	Replace Fees and Self-generated Revenues with General Fund
\$371,230	\$30,652,045	207	TOTAL RECOMMENDED
(\$369,540)	(\$369,540)	(9)	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$1,690	\$30,282,505	198	BASE EXECUTIVE BUDGET FISCAL YEAR 2002-2003

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON RENEWAL OF THE SUSPENSION OF EXEMPTIONS TO THE 1% SALES TAX BASE:
\$369,540	\$369,540	9	For Information Technology positions - This supplementary recommendation represents 99.5% of the General Fund recommendation (\$371,230) and 1.2% of the total budget recommendation (\$30,652,045) for the Management and Finance Program.
\$369,540	\$369,540	9	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON RENEWAL OF THE SUSPENSION OF EXEMPTIONS TO THE 1% SALES TAX BASE
\$371,230	\$30,652,045	207	GRAND TOTAL RECOMMENDED

PROFESSIONAL SERVICES

\$49,500	Consultant fees for data processing
\$49,500	TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$325,000 Sale of data base information

\$325,000 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$256,714 Transferred to state treasury for central depository banking

\$42,100 Transferred to state police for automotive maintenance

\$3,478 Transferred to Division of Administration Office of Information services

\$145,309 Uniform Payroll System charges

\$34,789 Civil Service/CPTP charges

\$200,660 Legislative auditor expenses

\$123,741 Office of Risk Management Premiums

\$806,791 SUB-TOTAL INTERAGENCY TRANSFERS

\$1,131,791 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$186,600 Replacement vehicles (11)

\$186,600 TOTAL ACQUISITIONS AND MAJOR REPAIRS